

DOP Classification Guidance

Distinguishing Factors: Supervisor and Lead Authority

Introduction: Classification reviews the entire position description (PD) to determine whether a position meets the definition of a supervisor for placement in the Supervisory Unit (SU) bargaining unit. Levels of authority must be aligned throughout the entire PD.

Terminology

Supervisor	Lead
<p>As defined by 8 AAC 97.990(a)(5), an employee who, regardless of job description or title, has the authority to act or to effectively recommend an action in the interest of the State; and exercises independent judgment in any one of the following functions:</p> <ol style="list-style-type: none">1. Employing, including hiring, transferring, laying off, or recalling;2. Disciplining, including suspending, discharging, demoting, or issuing written warnings; or,3. Grievance adjudication, including responding to a first level grievance under a collective bargaining agreement.	<p>A position assigned regular and recurring responsibility for common supervisory duties such as writing performance evaluations, mentoring, training, determining how work is performed, assigning work and monitoring workloads.</p> <p>Lead employees may participate in interviews and rating applicants but don't typically exercise the level of authority to act or effectively recommend actions regarding hiring, discipline, or grievance adjudication as full Supervisory staff defined by 8 AAC 97.990(a)(5).</p> <p>“Foreman” and “Sergeant” are common job class titles for leads in LTC and PSEA.</p>
<p>Direct Report: A position that reports directly to the subject position (e.g., there is not an intermediary lead between the subordinate and the subject position). Both supervisors and leads have direct reports.</p>	

Frequency of Duties: A position is designated as a supervisor when supervisory authority over permanent positions is assigned, regardless of the frequency the authority is exercised.

Non-Permanent Positions as Direct Reports: Authority over non-permanent positions, including interns, is by nature temporary. Authority only over non-permanent positions does not typically rise to the level of supervisory authority. Exceptions for authority over long-term project positions will be carefully evaluated by Classification.

Position Description (PD): Section 1 – Position Control Information

- Designating the supervisor in OPD is linked to the superior PCN in IRIS-ADV (e.g., timesheet approval) and the rater for AspireAlaska performance evaluations.
- At the agency's discretion, leads may be listed in the “Supervisor Information” section.

Position Description (PD): Section 5 – Supervisory Authority

- All positions that report directly to a position must be listed in Section 5 of the PD.
- Direct reports, including any positions they supervise or lead, must also be accurately represented in the organizational chart attached to the PD.
- Classification reviews authorities in Section 5 to inform whether a position has the authority of a supervisor. A position with level 1 or 2 authority in any of the first four

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columns of the “Responsibilities and Assigned Level of Authority” grid generally has the full authority of a supervisor.

- A position with level 1 or 2 authority only in one of the last five columns of the “Responsibilities and Assigned Level of Authority” grid is generally designated a lead.
- **Refer to Classification Guidance: PD Organizational Chart for additional information**

Example:

PCN 023054 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 023054	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
023115	2	2	3	3	1	1	1	2	1
026316	2	2	3	3	1	1	1	2	1

The first four sections on this side indicate supervisory authority when the rating is “1” or “2”. Only one of the four sections indicating supervisory authority is required for placement in the Supervisory Unit.

The last five sections on this side indicate **lead** authority only.

Job Classes that Require a Specific or Minimum Number of Employees Supervised:

Some job classes require supervisory oversight of a minimum number of positions. For example, the class specifications for the Building Maintenance Superintendent job class require supervision of at least six positions that perform specific functions. This does not preclude the agency from assigning intermediary leads between the Building Maintenance Superintendent and line staff.

For purposes of position allocation, **all** positions over which the subject position exercises supervisory oversight should be considered. This is determined by review of the organizational chart and includes positions that report to a lead. For example, a Building Maintenance Superintendent may directly supervise three positions, and those three positions each have lead responsibility over four other positions. Given the full supervisory breadth, this Building Maintenance Superintendent meets the minimum threshold of supervising at least six positions.

Section 8 – Classification Analysis

For supervisory positions with one or more leads as a direct report, the oversight of leads will be documented in the Classification Analysis section of the PD as follows:

“The position directly supervises [x number of] direct report positions, who provide lead-level authority over [x number of] subordinate positions.”

Questions? Contact your [Classification Services Liaison](#)